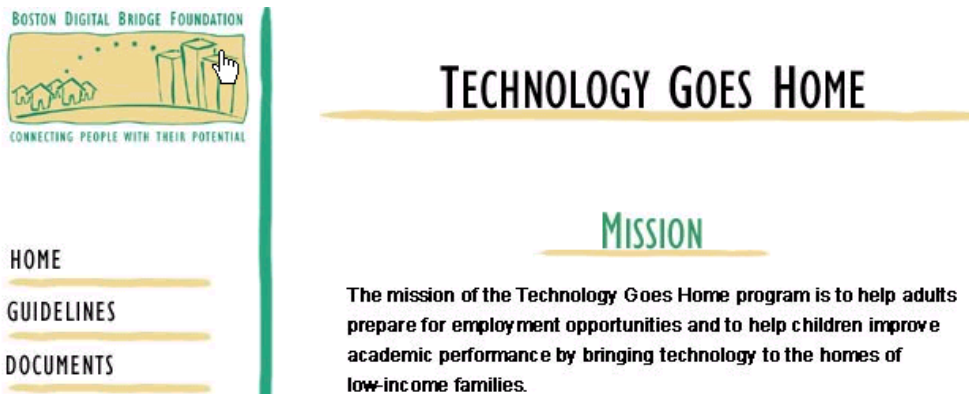


How to Enter Family Information into the TGH@School Database

Family Data should be entered **BEFORE** training starts.

How to enter family info:

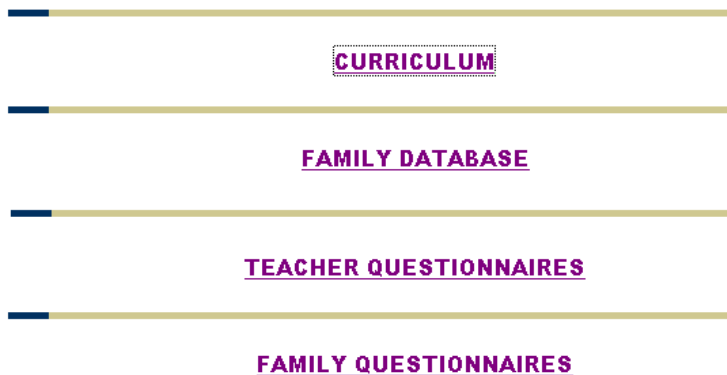


1. From the TGH home page (www.tghboston.org), click on Documents. The Documents menu will appear.



2. Click on the TGH@School link. The TGH@School page will appear.

TGH @ SCHOOL



How to Enter Family Information into the TGH@School Database

- Click on the Family Database link. The school Database form will appear in a new window with a pre-assigned Family ID number. Enter family information.

Form: *School Database*

School:	<div>Horace Mann</div>
Family ID Number:	S-00001069
Today's Date:	03/24/2003
Questionnaire #1	<input type="radio"/> Yes
Completed:	<input type="radio"/> No
Questionnaire #2	<input type="radio"/> Yes
Completed:	<input type="radio"/> No

Click on the down arrow to select your school

- Once you complete entering the family information, click on the **Submit** button.